



Getting Started with Netscape Messenger For the PC

Written by: Jason Ching

Revised by Brian Frederick

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Introduction

Netscape Communicator is a suite of programs. Navigator is the Web browser, Composer is the HTML editor and Messenger is the e-mail client. This document shows how to configure and use Netscape Messenger for Windows with the University of Hawaii's electronic mail system. There are different versions of the Netscape Communicator; this document applies specifically to version 4.78.

It is assumed that you have:

- an IBM compatible PC running Microsoft Windows 95, 98, NT, ME, 2000 or XP,
- a working connection to the Internet (either by a direct connection or by a modem),
- an ITS username and password (available at www.hawaii.edu/help/accounts/idreqinfo.html), and
- some familiarity with the basic concepts of e-mail.

Support

ITS offers full support to some applications and only limited support to others. Netscape Messenger receives limited support. This means that simple configuration instructions are available. If you require full support and more complete documentation, consider using Eudora, the preferred Windows-based e-mail client. www.hawaii.edu/help/software/pcsoft.html/#eudora

Obtaining Netscape Communicator

Netscape Communicator is free software distributed by Netscape Communications Corporation. You can download the installation files for Netscape Communicator on the World Wide Web at:

www.hawaii.edu/help/software/pcsoft.html

To install, just find Netscape Communicator version 4.78 and click on the word **Download**. Netscape Communicator version 4.78 is also available on the ITS CDROM, which can be picked up at the ITS Help Desk.

REQUIREMENTS FOR NETSCAPE COMMUNICATOR V4.78

To run Netscape Communicator 4.78, your computer must meet the following minimum system requirements:

- 30MB of free hard drive space
- 16MB of RAM

POP vs. IMAP

POP and IMAP are names for different sets of rules governing how e-mail is handled by the mail server. POP allows you to download mail from the mail server and store it in folders on your local PC's hard-drive. (You can not access these messages from other PCs.) IMAP allows you to store your mail folders on the mail server or on the local PC. (You can access messages stored on the mail server from other PCs.) ITS recommends using IMAP by default. If you are not sure, use IMAP.

(Side Note: it is possible to configure POP to "leave the mail on the server". This allows you to check your mail from one PC but download the messages to different PC. However, it is extremely easy for the mailboxes on the different machines to get "out of sync.")

When using IMAP, bear in mind that each person is allotted 20MB of disk space on the mail server. If your account exceeds 20MB, you will not receive new messages

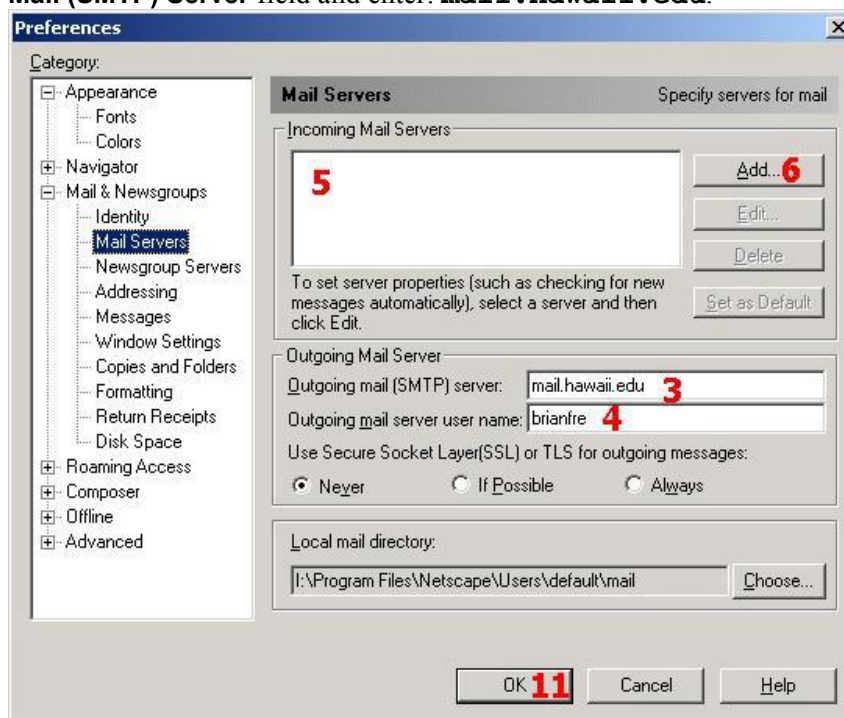
Opening Netscape Messenger

1. To access Netscape Messenger, run Netscape Communicator. (There may be a Netscape icon on the Windows desktop, in the Quick Launch taskbar, or under **Start, Programs, Netscape, Netscape Navigator**.)
2. Go to the **Communicator** menu located on the menu bar and select **Messenger**.

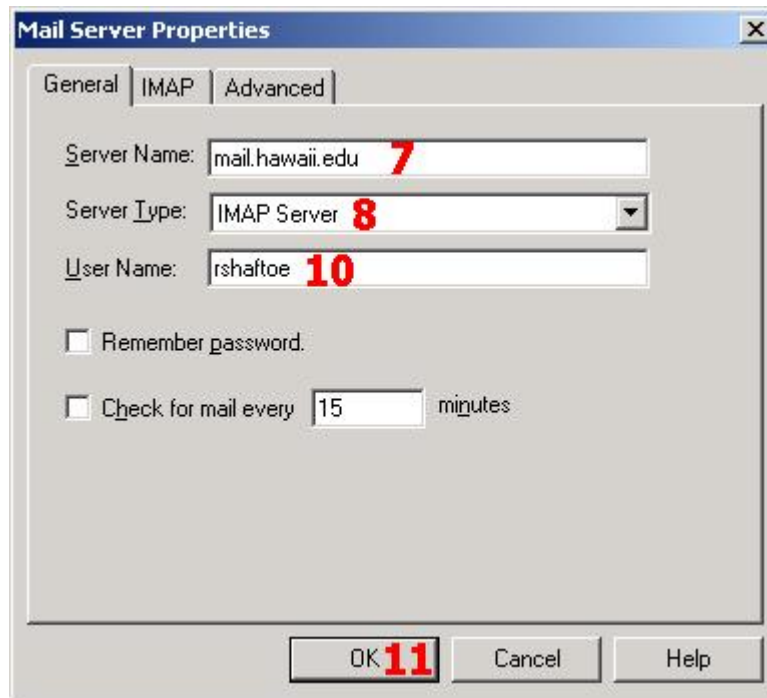


Configuring Your E-mail Accounts

1. In the Netscape window, select **Edit, Preferences**. The **Preferences** window will open.
2. In the **Category** section of the window, double click on **Mail & Newsgroups** and on **Identity**. Enter your name and e-mail address in the appropriate fields. The remaining fields can remain blank.
3. In the **Category** section of the **Preferences** window, click on **Mail Servers**. In the **Outgoing Mail (SMTP) Server** field and enter: **mail.hawaii.edu**.



4. In the **Outgoing mail server user name** field, enter your ITS username. (This is first part of your e-mail address.)
5. Under **Mail Servers**, there is an **Incoming Mail Servers** section. Delete any entries under **Incoming Mail Server** before continuing. (To delete an entry, click on the entry once, then click the **Delete** button. Click **OK** to verify.)
6. To specify the UH mail server, click the **Add** button.
7. The **Mail Server Properties** window appears. Under **Server Name**, enter: **mail.hawaii.edu**.



8. Under **Server Type**, select **IMAP** or **POP3**. (If you are not sure, select **IMAP**. See above.)
9. IMAP users may use the default settings. To view information on other settings, click the tab labeled **IMAP** and click the **Help** button. POP users who want to leave their messages on the local computer and on the mail server: click the tab labeled **POP** and check the box labeled **Leave messages on server**. Clear this box to download your messages to the local computer and remove them from the server. (For further information on this option, click **Help**.) Click the tab labeled **General** to return to the previous screen.
10. Under **User Name**, type in your ITS username. You may choose to check the **Remember Password** box. (If you check this box, Messenger will remember your ITS e-mail password. This could allow other people using your machine to access your e-mail.)
11. When you are satisfied with your configuration choices, click **OK** in the **Mail Server Properties** window. At the **Preferences Window**, click **OK** again. That's it, you are finished configuring Netscape Messenger.

Using Netscape Messenger

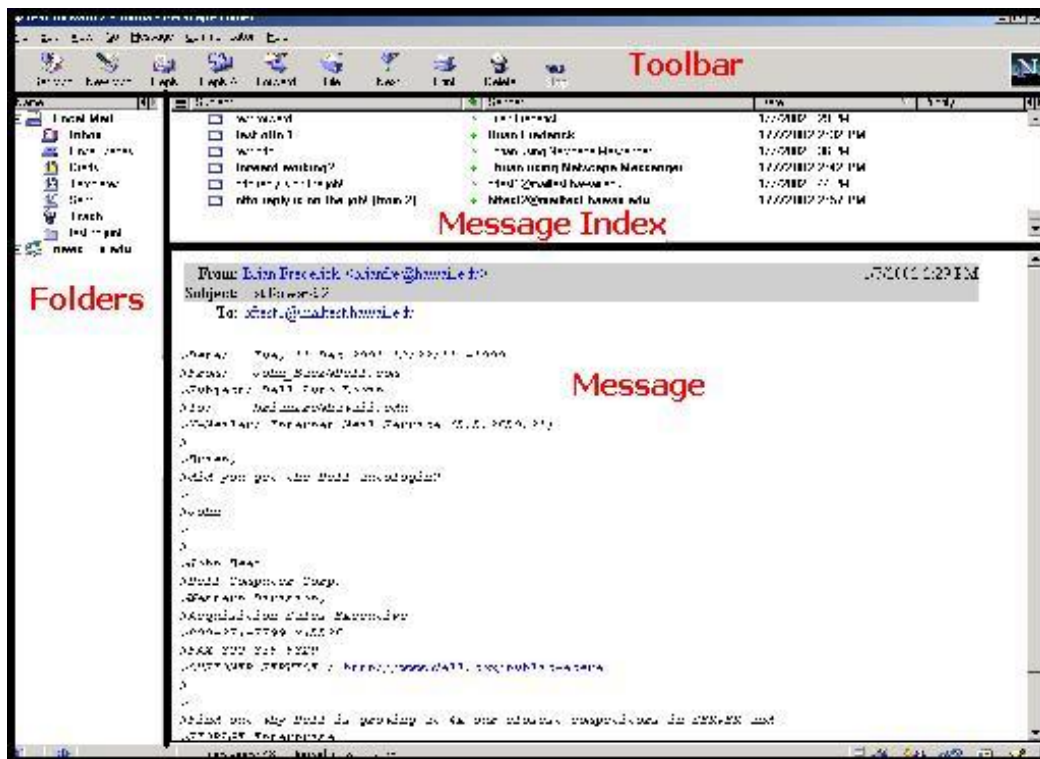
THE MESSENGER WINDOW

Netscape Messenger has a simple interface. At the top of the window, there is a **Toolbar**, which lets you quickly perform common tasks.

Close-up of the toolbar



Below this, there are three frames for **Folders**, **Message Index** and **Message**. Their names are pretty self-explanatory. To view a list of the messages in a given folder, click on that folder's name. To view a particular message, click on the message header in the index.



CHECKING FOR NEW MESSAGES

To retrieve new messages, click the **Get Msg** button. If the **Remember Password** option has not been selected, you will be prompted to type your password and click the **OK** button. Your new e-mail messages will now be transferred from the mail server to your **Inbox**.

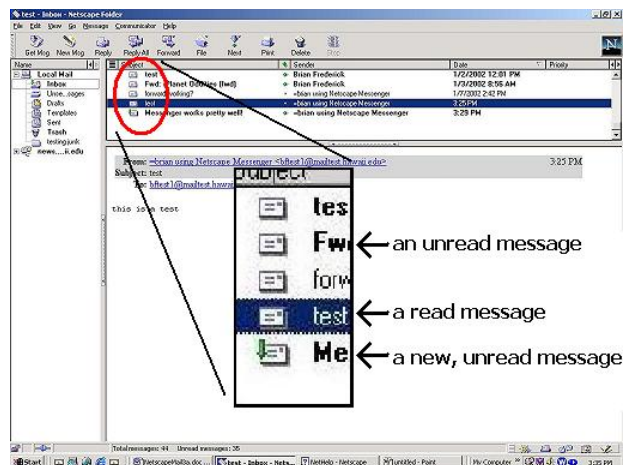
READING NEW MESSAGES

Highlight the **Inbox** by clicking on the word **Inbox** in the **Folders** frame. This will bring up a listing of your **Inbox** messages in the **Message Index** frame. To view a specific message, click on the message header. The message will now be displayed in the **Message** frame. To view messages in a separate window double click on the e-mail header.

IDENTIFYING NEW AND UNREAD MESSAGES

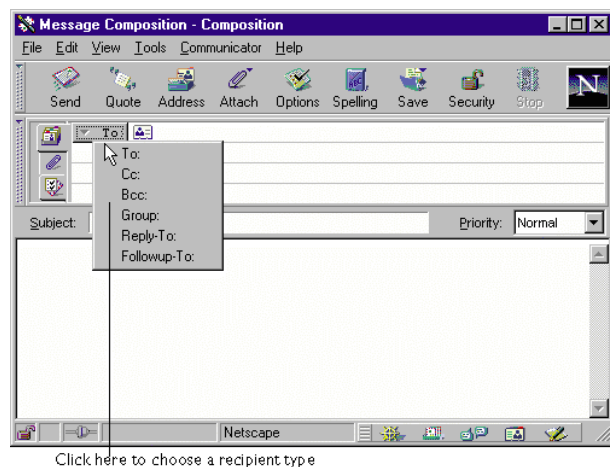
Messenger makes a distinction between unread and new messages. *Unread* messages have bold headers in the **Message Index** frame. After they are read, the header is no longer bold. *New* messages (newly downloaded messages) have the bold header and also have a small green arrow over the envelope icon on the left side of the message header.

In short, *unread* messages are bold. *New* unread messages are bold and have a green arrow on their envelope icon.



SENDING A NEW MESSAGE

To send a message, click the **New Msg** button on the toolbar. This will bring up the composition window. Type the address of the recipient in the **To:** field, type a subject in the **Subject:** field and the message in the area below.



There is a button to the left of the address which allows you to specify additional recipients using different addressing options. The most frequently used addressing options are **To:**, **Cc:**, and **Bcc:**.

To is for the primary recipient(s), **CC** (carbon copy) is for the secondary recipients and **BCC** (blind carbon copy) is for secondary recipients which you wish to remain anonymous, even from the other recipients.

When you are ready to send your message, click the **Send** button on the toolbar.

Note: Netscape Messenger will keep a copy of all the messages that you send in your **Sent** folder, found in the **Folders** frame.

REPLYING TO A MESSAGE

To reply to a given message, view it and click the **Reply** button on the toolbar. A composition window will open, including the text of the original message. The e-mail address of the recipient will already be filled in, as will the subject line. When you are satisfied with your reply, click the **Send** button.

FORWARDING MESSAGES

To forward a message, view it and click the **Forward** button in the toolbar. A composition window will appear. The original message will be included as an attachment. You must enter the recipient's address, but the subject will be filled in. When you are satisfied with the message, click the **Send** button.

DELETING MESSAGES

View the message you want to delete and click **Delete** on the Messenger's toolbar. This will move the selected message to the **Trash** folder.

For POP users: by default, deleted messages remain in the **Trash** folder until you empty it. You can empty it by clicking **File** then **Empty Trash on Local Mail**.

For IMAP users: there are several ways to handle deleting messages. These can be set by clicking **Edit, Preferences, Mail Servers** then selecting the incoming mail server and clicking **Edit** and the **IMAP** tab. The recommended setting is **Move Deleted Messages to the Trash Folder**.

PRINTING MESSAGES

To print a message, view it and click the **Print** button on the toolbar.

Attachments


You can send files to another person by attaching them to e-mail messages. These files are referred to as *attachments*. Any kind of computer file can be an attachment: a word processing file, a spreadsheet, a database, an audio or video file, etc.

If the recipient does not have a program that can read the file, it will be of no use to them. For example, if you send an MS Word file to a person who uses Word Perfect, the recipient may not be able to use the file. Likewise, there are sometimes problems involved in sending files between PCs and Macs.

How large can attached files be? ITS imposes a maximum e-mail size limit of 7 MB, but it probably is not a good idea to send files larger than 2 MB. Large files take up too much disk space and may cause the recipient to exceed his or her allocated e-mail disk quota. Also, if the recipient is using a modem, larger attachments may take hours to download.

VIEWING ATTACHMENTS

Messages with attachments will have a special icon  in the **Message Index** frame. In the body of

the message, to the right of the header, there will be a different paperclip icon:  Click this paperclip icon to show or hide the list of attachments at the bottom of the message. Double click the icon of the attachment that you would like to open.

Note: attachments can contain programs or documents which are infected with computer viruses. Never open any attachment unless you have anti-virus software installed on your machine. Be cautious of any attachment from an unknown source.

SENDING AN ATTACHMENT

To send an attachment, address a new message, click the **Attach** button in the composition toolbar and pull down to **File**. Select the file and click **Open**. You will see the file's name in the header of the outgoing message.

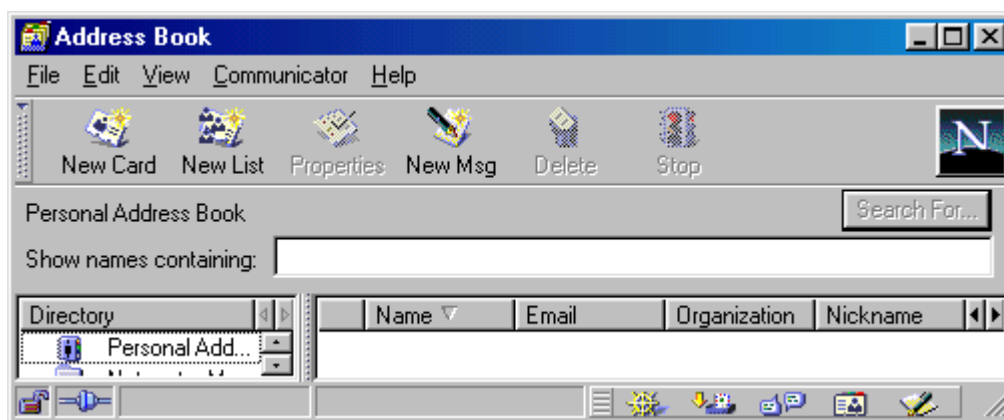
It is good practice to mention that you are sending an attachment and to specify its format. (For example: "I am attaching a spreadsheet in MS-Excel 97 format.")

Address Book

The Netscape Communicator Address Book allows you manage contact information about individuals, such as their name, address, phone numbers, e-mail address, and much more.

ADDING A NAME TO YOUR ADDRESS BOOK

From the **Communicator** menu, select **Address Book** and click on the **New Card** button located on the toolbar.



Type the person's **First name, Last name, and e-mail address** and **nickname**. (The nickname must be unique.) Type any additional information fields you want and click **OK**.

You can now use the person's nickname in the address of a message instead of typing in the entire e-mail address.

To change an entry in the address book, select the name and click the **Properties** button on the Address Book toolbar. Make the changes you want and click **OK**.

To delete an entry, selecting the name click the **Delete** button on the Address Book toolbar.

*Hint: An easy way to add e-mail addresses to your address book is to view a message from someone you want to add and click once on their address. A new address book card will come up with several of the fields filled in. All you have to do is enter a nickname and click **OK**.*

CREATING A MAILING LIST

A mailing list allows you to send a single message to a group of people using one address.

From the **Communicator** menu, select **Address Book** and click the **New List** button. Type a **name** for the mailing list and enter the members of the list in the space provided. The list's members could be full e-mail addresses or nicknames. You can even drag address entries from the **Address Book** window into the mailing list window's address area. Click **OK** when you are finished.

Exiting Netscape

When you are finished with Netscape Messenger, quit the program by selecting **File** from the menu bar and **Exit**. You can also simply click on the Close button **[X]** in the upper right-hand corner of all Netscape windows.

Getting Help

For additional assistance, please phone the ITS Help Desk at (808) 956-8883,
send e-mail to help@hawaii.edu, or fax (808) 956-2108.
The Help Desk's toll-free phone number is (800) 558-2669.

Or see the ITS Helpdesk home page at www.hawaii.edu/help
The ITS walk-in Help Desk is located in
Keller 105 and Keller 213 on the UH Mānoa Campus.

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